Sponsored Research Services (SRS) was established September 1, 2011, to provide research administration services to The Texas A&M University System members headquartered in Brazos County, as well as the Texas A&M Galveston and Texas A&M Qatar campuses. In addition, SRS supports pre-award and/or post-award services for some of the A&M System’s regional campuses.

Proposal preparation and submission

The proposal administrators assist researchers with the preparation and submission of proposals for external funding. Services include budget development; completion of most administrative sections of the proposal; and ensuring that the proposal is compliant with A&M System policies, System members’ requirements, state and federal regulations, and the funding agency’s specific terms and conditions. The proposal administrator enters proposal information into MAESTRO where it routes for review and approval to appropriate stakeholders. After review and approval, the proposal administrator submits the proposal to the sponsor and tracks the successful receipt of the proposal.

Proposal submission guidelines are located on the SRS webpage: srs.tamu.edu/proposals/submission-guidelines

“We worked with SRS to process a $2.7 million proposal for scholarships and in the process of providing the sponsor with additional information, they increased our award to 4.7 million.”

- internal agency, campus

Contact

Sponsored Research Services
400 Harvey Mitchell Parkway,
Suite 300
College Station, Texas 77845
979.862.6777

srs.tamu.edu
CONTRACT NEGOTIATION

Agreements require careful review to protect the interests of the researcher and the A&M System member. An SRS contract negotiator reviews the terms and conditions of federal, state, and non-profit agreements for non-standard conditions and negotiates any necessary changes. SRS negotiates research agreements for Texas A&M University (including the Galveston campus), Texas A&M Health Science Center, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas A&M Transportation Institute, Texas A&M University-Central Texas, Texas A&M University-San Antonio and the Texas Institute for Applied Environmental Research at Tarleton State University. AgriLife Research, AgriLife Extension Service and the Texas A&M Engineering Experiment Station negotiate their own industry agreements.

ACCOUNTS RECEIVABLE

Sponsored project invoicing, letter of credit draws, and financial reporting are conducted by the SRS Accounts Receivable Office in accordance with the sponsors’ terms. The collection of aged receivables are also managed by the SRS Accounts Receivable Office.

ACCOUNT SET-UP AND EXPEDITING TEAM (AASET)

AASET performs the intake role of award documents from sponsors and establishes sponsored projects and accounts in MAESTRO and FAMIS. This includes issuing a summary of award regulations and requirements for each account to the researcher and department administrator. AASET is also responsible for managing the sponsor tables in MAESTRO and data integrity of the award set up.

PROJECT ADMINISTRATION

The project administration team is committed to providing timely, accurate, and courteous assistance to our faculty, external sponsors, and other System members. The project administration team assists customers in exercising good project management practices in the administration of externally-funded sponsored programs during the lifecycle of an award—from project establishment to closeout. These practices ensure compliance with System members’ policies, state and federal regulations and grant-specific terms and conditions. The project administration team provides assistance making necessary changes to various financial aspects of the project while working with the principal investigators and other members of the System’s research community in accomplishing the statement of work, on time and within budget and compliance.

RESEARCH REPORTING

Research Administration is responsible for all Texas A&M external research reporting and data surveys. Research and Development (R&D) reports include:

- Annual financial reports related to sponsored projects
- Internal and external requests regarding research award activities
- Legislative annual request for research data regarding research targets and performance measures
- National Science Foundation (NSF) Higher Education R&D Survey
- NSF Survey of Science & Engineering Research Facilities
- Texas Higher Education Coordinating Board Research Report

MAESTRO

The Research Information Systems department develops, implements and maintains the enterprise information system, MAESTRO. MAESTRO supports researchers and research administrators across the A&M System. Through various modules, MAESTRO provides transparency to users so they may review and approve their proposals prior to submission to the sponsor, check the status of contracts in negotiation and view post-award information. The executive portal provides leadership transparency into statistics related to proposals, awards and expenditures across fiscal years or calendar years and on organizational units, researchers or funding sponsor levels.
The Office of Research Administration is responsible for the comprehensive oversight of research administration at Texas A&M, Texas A&M Health, Texas A&M-Galveston campus and Texas A&M-Qatar campus. Research Administration partners with the research community and provides oversight, administrative structure, and consultation to enhance researchers’ abilities to obtain and manage sponsored programs.

**TEXAS A&M INSTITUTIONAL OFFICIAL**
Research Administration is the designee responsible for the approval of:

- High Risk Contractual and Compliance Issues
- Indirect Cost Waivers
- Intellectual Property Waivers
- PI Eligibility
- MAESTRO Access
- Time and Effort Access

**LETTERS OF SUPPORT**
Research Administration will assist in the coordination of institutional support letters when required by the sponsors solicitation. Please allow ten business days lead time for processing the letter and twenty business days lead time if the president’s signature is requested.

**TIME AND EFFORT**
Research Administration is responsible for the oversight of Time and Effort reporting. As a recipient of federal funds, Texas A&M is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are allowable and properly allocated. The university’s electronic effort certification system provides the principal means for accomplishing effort certification.

**DIRECTORY**
https://vpr.tamu.edu/directory/research-administration

**NEGOTIATIONS**
negotiations@tamu.edu

**TIME AND EFFORT**
timeandeffort@tamu.edu

**FORMS**
https://vpr.tamu.edu/forms
RESEARCH AGREEMENTS
Research Administration oversees the following agreements:
- Affiliation
- Capstone
- Collaboration
- Consortium
- Data Use/Data Transfer
- Material Transfer
- Memorandums of Understanding
- Non-Disclosure
- Teaming

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PROJECT ZERO
Research Administration is responsible for the establishment and oversight of project zero accounts. Project zero accounts allow for encumbrance of salary commitments on sponsored projects not yet awarded in order to prevent inappropriate charges being encumbered on existing sponsored projects.

INDIRECT COST DISTRIBUTION
Research Administration manages and administers the monthly distribution of indirect costs as follows:
- 10% to the PI
- 15% to the Department
- 15% to the Research Development Fund
- 60% to
  - College*
  - Program Development*
  - SRS Fees*

(*Percentages vary based on college portfolio)